

VIGO PARISH COUNCIL

MINUTES OF THE MEETING HELD ON Monday 25th April 2022 at 7.30pm.

****Please Note: this was NOT a formal Council meeting, as it was held by Zoom (due to the Clerk testing positive for Covid). Decisions made by Council Members were actioned by the Clerk, under Delegated Powers****

Present	Cllr Pat Banks (in the Chair); Cllr Simon Chaplin; Cllr Jim Haslem; Cllr Alan White; Cllr Andy Woolway. Mrs Joanne Glass (Clerk). Cllr Dave Hawkins attended from 20:20 hours.
In Attendance	Cllr Denise Tiran (GBC); Mr Paul Agle (Highview Services). Mr Patrick Agle & Mrs Sharon Vickers (potential Council Members)

1] To receive Apologies for Absence

1172. Cllr Mandie Jones (VPC); Cllr Ejaz Aslam (GBC); Kirsty Lowe (PCSO); Ms Mandy Cason (KCC Community Warden).

2] To receive Declarations of Interest

1173. None.

3] Questions from the Press and Public

1174. None.

4] Borough and County Council Representative Reports

1175. Cllr Tiran reported that the boundary review had been agreed and would be effective from May 2023. The review mainly affected the urban areas. Meopham North, and Meopham South & Vigo would retain all four Councillors. Gravesham Borough Council would be reduced from 44 to 39 Members, most of the changes being in Gravesend and Northfleet. Shorne & Higham would merge into a three-seat ward. Istead Rise would merge with Cobham & Luddesdown and create a new two-seat ward.

1176. The Gravesham conservative group were concerned about projected electorate growth in Meopham North & South rising by 1,629 by 2027. They were concerned this may be an issue for the protected green belt in due course.

1177. There was a new consultation on the Lower Thames Crossing which would run from 12th May to 20th June. Copies were available via the Civic Centre.

1178. Council Tax rebate for bands A to D (£150 to help towards the increased heating costs) was being paid into accounts that paid by Direct Debit. If other payment methods were used, a letter would be sent to explain how to obtain the refund. The Gravesham conservative group, due to concerns they had, had called for the Overview Scrutiny Committee to look at the way these refunds had been handled.

1179. A new business hub would be opened in Garrick Street, Gravesend, from 19th April.

1180. Gravesham Borough Council and Kent County Council had provided support for Ukrainians, including a "Welcome to Kent" guidebook which was available online.

5] Police and Community Warden Reports (update on nuisance vehicles & s.59 Powers)

1181. Ms Cason was concerned about children running down the pathway between The Bay and the school main entrance, worried that they would run into the road as there had been some near misses. Ms Cason felt that some form of barrier would be useful.

It was noted that the footpath was the responsibility of Kent Highways and as such contact should be made with them. Clerk to update Ms Cason.

[Action: Clerk]

1182. It was noted that there had been five attempted break-ins in Vigo in a twenty-minute period, all on Good Friday. The police had been able to track the vehicles and established that they had come from Essex.

1183. The Clerk noted that there was a lot of youth activity in The Bay every evening, with youths generally between the ages of 10 & 14 kicking balls and generally being disruptive. This had been worse over the Bank Holiday weekend.

1184. The Clerk noted that there had been issues with Quad Bikes in the car park near the school and on Parish Land around the Ball Park. This had been caught on CCTV, the Clerk had emailed PCSO Kirsty Lowe regarding this.

[Action: ongoing]

1185. The latest Parish Council Newsletter from Kent Police had been received and forwarded to all Members (March 2022). Various crimes of note were recorded in Vigo (2 x attempted thefts from motor vehicles and some nuisance youth issues).

Other issues with youths in The Bay were noted in the report. The police were working with the Community Wardens by patrolling the area at peak times, engaging and dispersing youths causing issues. They were also working with shop keepers that had raised problems.

1186. Nuisance vehicles continued to be an issue. Gravesham CSU were looking at utilising s.59 powers which gives police the power to deal with anti-social use of motor vehicles on or off public roads. The Clerk had asked to be kept informed of this.

[Action: ongoing]

6] To approve the minutes of the Full Parish Council Meeting(s) held on 21st February & 21st March 2022.

1187. February minutes, minute 831: Should read "between Timberbank & Bramblebank" (not The Gallops). The minutes were read and agreed. The minutes were signed by the Chair, Cllr Banks, having been accepted as an accurate record of the meeting.

1188. March minutes: not available as the Clerk had been off sick with Covid. They would be ready for approval at the next meeting (May).

[Action: Clerk]

7] To Discuss Matters Arising from the Previous Minutes (not otherwise on the agenda)

1189. Councillor Patch reporting: Cllr Hawkins was not at the meeting to give an update. The Clerk would email him.

[Action: Clerk / Cllr Hawkins]

1190. Defibrillator training. Cllr Hawkins was happy to do anytime as long as he had enough notice. Clerk to set dates and then let Cllr Hawkins know once the hall had been booked.

[Action: Clerk]

1191. Annual Parish Meeting. This meeting had been moved due to the fact that the KALC award certificates would not be ready in time for the original date of 11th April. The Annual Parish Meeting would now be held on 9th May. The Clerk had arranged for the Trosley Country Park Rangers to speak at the meeting. This would be advertised on the noticeboards and on the website and Facebook pages.

[Action: Clerk]

8] Services

a) Grounds Maintenance

1192. HORNBEAMS SINK HOLE: No update from Highview Services, Clerk to chase.

[Action: Clerk]

1193. Noted that the rear of the garage block in Beechmast which almost abuts the footpath was being used for parking, and as a result the narrow verge was badly rutted and a hazard when wet to passing pedestrians because of the mud from parking vehicles. Also, the bollards had gone from the small green area and it was being used to park vehicles. Highview Services would look into this.

[Action: Highview Services]

1194. It was noted that a KCC contractor had been in the village and was about to start mowing some verges which were actually VPC owned community land (Erskine Road and Waterlow Road). The KCC contractor had been informed these were VPC verges and left.

1195. The Parish Land to the rear of 44 Highview had been utilised by the resident (with permission) whilst they were building an extension. Part of the bund had been removed in Erskine Road, but this had been many months ago and no reinstatement had happened, there was lots of building debris and some flytipping in the area. The Clerk would write to the resident.

[Action: Clerk]

b) Trees

1196. Timberbank: The Clerk had responded to the resident as agreed. The resident had emailed the Clerk to ask for a phone call so that the matter could be discussed further.

[Action: Clerk]

1197. Timberbank: The overhang from Parish Trees within the school grounds had now been dealt with.

1198. Admers Wood: request for tree work. This work had now been carried out.

1199. Alder(s) at end of Chestnut Lane: The Clerk had updated the resident. The inspection had been carried out, but the report had not been received as yet.

1200. Dead trees in Commority Road. The Clerk had emailed the resident for more details, but no further communication had been received. The Parish were not aware of any dead trees on Parish Land in this area, this matter would be filed for now until further information was supplied.
1201. Windblown trees with exposed root plates. Highview Trees had not yet sought a quote for stump grinding but would do so as soon as possible.

[Action: Highview Trees]

1202. Mr Agley noted that there was still some tree surgery left to do, which would still be carried out if it could be established there were no birds nesting in the trees prior.

c) Grass Cutting

1203. The Environment Working Party proposed that the Parish Council engage in "No Mow May". It was proposed that all the verges on Waterlow Road would remain unmown for at least the whole of May (and possibly longer, until the Spring wildflowers had gone over). The area behind the recycling bins, and on the corner of Ash Keys would also be left unmown.

It was hoped that the working party members would be able to meet with Highview Services in an attempt to identify any wildflowers before the areas were mown.

A small strip of grass would be hand mown along the edges to stop encroachment onto the road and footway, and to discourage dog owners from letting their dogs foul in the long grass.

Cllr Banks had produced a poster which could be put on the verges (as well as the website and Facebook page) to inform the public of the campaign.

[Action: ongoing]

9] To note report from Sylvan-Arb (Arboriculturalist Consultant) following recent visit.

1204. The inspection had been carried out, but the report had not been available in time for the Parish Council meeting. The findings would be discussed at the next meeting in May.

[Action: ongoing]

10] To discuss available grant funding for replanting following removal of diseased trees.

1205. Highview Services were to inspect and suggest locations for replanting over the Winter 2022/2023 period.

Cllr Banks had researched and found that there was a grant available for replanting trees after losses due to ill health (woodland tree health grant countryside stewardship). This would involve quite a complicated application, and therefore the Clerk had emailed Sylvan Arb for advice.

Sylvan Arb responded to say that there were a number of grants available, but they usually required that an approved management plan was in place.

It was complex as to what may be available and therefore it was suggested that the Parish get in touch with the area Forestry Commission officer, who is quite helpful in advising on what is available and how to apply for it. The officer was likely to be Dominic Farrow. The Clerk would contact Mr Farrow and make enquiries.

[Action: Clerk]

11] Planning

a) Local Authority Tree Preservation Applications

1206. 20220397: 46 Timberbank: Removal of 1 x Douglas Fir and 4 x Norway Spruce. No objections.

1207. 20220367: 254 Highview: Reduction of 1 x Sweet Chestnut by 20 feet. No objections.

b) Full Planning Applications

1208. GBC20220241: 26 Highview: Erection of front porch and demolition of existing storage cupboards. The Clerk had responded to Gravesham Borough Council as agreed.

1209. 20220366: 77 Highview: Erection of a single storey rear and front extension and conversion of garage into a habitable room. There were no objections to this, as long as the finishes matched the original. The Clerk was to write and update Gravesham Borough Council. The Clerk would also write to the resident inviting them to apply for covenant approval.

[Action: Clerk]

c) Covenant Three Applications

1210. Woodside: The Clerk had written giving retrospective covenant approval as agreed.

1211. Highview: The Clerk had written giving retrospective covenant approval as agreed.

1212. Cov 3: Woodside: single storey side extension. Plans had been supplied and were studied by the Council. It was noted that the brickwork would match as far as reasonably possible, and the shower room glass would be Pilkington level 2 obscure. All other glass would be clear. The existing front door is upvc red, and the resident was likely to keep this colour or similar. The roof tiles will match the existing Marley tiles in light brown. No objections. The Clerk was to write giving approval.

[Action: Clerk]

1213. Cov 3: Admers Wood: Replacement windows, replacement front door, replacement fascia boards, replacement conservatory roof. All front and back brown wooden windows were to be replaced with white UPVC units with the same opening layout. The brown wooden front door and side panel and frame would be replaced with a composite door and side panel in Chartwell Green. The brown wooden fascia boards on the porch would be replaced with white UPVC.

The existing glass conservatory roof would be replaced with a new echo blue glass renewing all roof rafters to suit in white. Photographs of the existing had been provided. There were no objections. The Clerk was to write giving approval.

[Action: Clerk]

- 1214.** Cov 3: Highview: Replacement porch & infill porch (full planning noted in March). The proposal was to extend the existing porch just over a foot along the width, enclosing the area with a second door. The roof would be angled up from the front door up toward the bedroom window. Drawings had been supplied. There were no objections, the Clerk was to write giving covenant approval.

[Action: Clerk]

- 1215.** Cov3: Timberbank: Part two storey side extension and part single storey rear extension. An initial enquiry had been made by Penfold Project Services on behalf of the resident. The Clerk had informed that plans / drawings and details of the proposal would need to be supplied before this could be discussed. These were likely to be available for the May meeting.

[Action: ongoing]

- 1216.** The owner of Timberbank had made enquiries to ask if they needed covenant approval to make internal changes to the property (removal of an internal wall). The Clerk had responded to state that covenant approval was not needed, but they should contact GBC Building Regulations for consent.
- 1217.** The owner of Admers Wood had made a website enquiry to ask if they needed approval to replace the wall / fence in their back garden. The property was end terrace and bordered Parish Land. The existing wall / fence had been damaged by tree roots. The Clerk had responded to state that approval would be needed and the resident should provide details of the height of the replacement, what the replacement was, and if it was on the same line as the original.

d) Other Planning Matters

Fowlers Stone Wood Update

- 1218.** Community Impact Statement. The Clerk had finalised the Community Impact Statement and sent it to Gravesham Borough Council in time for the submission deadline. The Clerk had shared the document with the Borough Council Ward Members as instructed. They had put their own submissions in and did not intend to add to the Parish document.
- 1219.** It was noted that the Planning Inspectorate had postponed the inquiry which was going to proceed on 3rd May due to procedural issues linked to the applicant.

[Action: ongoing]

Enforcement Issues

- 1220.** No updates supplied. Clerk to speak to the Enforcement Officer for an update.

[Action: Clerk]

12] Adverse Possession.

- 1221.** Land adjacent to 21 Churchside: The Clerk had emailed Bona Vacantia Estates (Government department) but no response had been received as yet.

Land either side of the entrance from Harvel Road into Waterlow Road: It appeared that the land to the East of the Waterlow Road junction was unregistered, and the land to the West was in the name of Croudace. It was agreed not to proceed any further with this parcel of land, as owning it would not be of any particular benefit to the Parish Council, they would still maintain it regardless, and it would not be of any interest to any other party due to the size.

Land to the rear of Highview / Timberbank: The Clerk had not yet made enquiries with Kent Highways. However, it was agreed that the Clerk should ask Mr Eastland for a cost to apply for adverse possession for the land to the rear of Highview in the first instance.

[Action: Clerk]

13] Covenant Breaches & Enforcement of Restrictive Covenants & Properties in Disrepair.

1222. TIMBER BANK: The existing hedge on Parish land was rather overgrown, and the Clerk would ask Highview Services to trim this.

[Action: Clerk]

1223. TIMBER BANK: Ownership of land to the side. Clerk to look into this and report to a future meeting.

[Action: Clerk]

1224. CROFTSIDE: The Clerk had been informed that this property was going to be marketed in the near future. It was hoped that any new owner would address the issues regarding the properties condition.

1225. THE PADDOCK: Property in a state of disrepair. No update from GBC, Clerk to chase.

[Action: Clerk]

1226. ASH KEYS: Property in state of disrepair. No further update. Clerk to chase GBC.

[Action: Clerk]

1227. Churchside Property in disrepair. Cllr Banks asked the Clerk to get an update from Planning Enforcement.

[Action: Clerk]

14] To Discuss Requests from and Matters Regarding Residents.

1228. Shed outside rear of 279 Highview: It was not clear if the shed had been moved. Clerk to check and report back.

[Action: Clerk]

1229. FLAT BED LORRY AND DISPOSAL OF COMMERCIAL WASTE – TIMBER BANK. The Clerk would check to see if this were still an issue before further action was taken.

[Action: Clerk]

1230. Highview: The Clerk would now sign the agreement on behalf of the Parish Council and return a copy to the resident.

[Action: Clerk]

- 1231.** Missing paving slabs outside school. The Clerk had emailed Highview Services regarding this matter. No update as yet.

The Clerk had not yet revisited the discussions from some years ago between VPC and Kent Highways regarding the extent of the Highways owned land but would do so as soon as she could.

[Action: Clerk]

- 1232.** PROPOSED CHARITY EVENT ON THE VILLAGE GREEN: The Clerk had not yet drafted a formal policy but would do so as soon as possible.

[Action: Clerk]

- 1233.** 1079/896: Treehouse in Croftside Square. No update.

- 1234.** 1080: Highview resident sweeping rubbish into the drains. The Clerk had not yet written but would do so as soon as possible.

[Action: Clerk]

- 1235.** Request for enclosed dog area. The Clerk had responded to the resident as agreed.

- 1236.** The resident at 5 The Covert had emailed the Clerk as they had a few fence panels which had been damaged during Storm Eunice. It appeared that a large amount of vegetation (on Parish Land) was leaning on the rear of the fence. The resident wanted to ask if it was okay for him to move it. He didn't necessarily want it removed, as it was an ideal nature habitat, just moved away from his fence. The Clerk had arranged for Highview Services to deal with this matter.

- 1237.** A resident had emailed to ask for tree surgeon recommendations. It was noted that the Parish Council were unable to give recommendations, the Clerk would respond.

[Action: Clerk]

- 1238.** A resident had emailed regarding people parking on the pavements in Fern Down, which was making access to the garages difficult. It also forced wheelchair users and buggies into the road. It was noted that there was little the Parish Council could do about this, and it was suggested that the resident approach the PCSOs if they felt there was an obstruction. Clerk to respond.

[Action: Clerk]

- 1239.** A resident had emailed to ask if the Parish Council had any information on the type of corrugated cement board used on his garage roof, as he was looking to replace it. The Parish Council were unable to offer any advice, the Clerk was to respond.

15] Brick Planters in Vigo

- 1240.** PLANTERS: Cllr White to mark a map and take photographs. A plan for maintenance / clearing would be put together once the planters were identified.

[Action: Cllr White]

- 1241.** Cllr Banks had met with a Ferndown resident who was maintaining the planter outside his house. The resident wanted permission to remove some of the existing shrubs, this was agreed, and the resident had been updated.

The next planter along needed attention, and another resident had offered to maintain it. However, it did have several plants already in it, and the resident would like to start from fresh, so it was agreed that the planter would be cleared. Highview Services would undertake this work.

A third planter in Ferndown had two large Hawthorn Trees which were evidently too big for the planter in which they were located. It was agreed that both of these trees should have a drastic reduction. Clerk to speak to Highview Services

[Action: Clerk]

16] To discuss proposals from The Villager Public House regarding Parish Land to the front.

1242. The landlords of The Villager Public House had put a proposal to the Parish Council, to tidy up and make the small strip of land opposite the front of the pub more useful.

It was noted that an initial approach had been made about this land some time ago (in 2019) by the owner of the pub. The owner had been tasked with coming back to the Parish Council with a formal plan, but no progress had been made.

The land in question belonged to the Parish Council so an agreement would need to be put in place.

The landlords had provided a drawing which showed they wished to level the ground and cover it with shingle. They would also put a small fence at the car park end. The access road to the village green and the rear of the village hall would remain clear. The landlords would then like to place some tables on the land for their patrons to use.

Cllr Haslem and the Clerk had met with the landlords and reported on the proposals directly to Council members.

A vote was taken on this matter, with five Council Members in favour (Cllrs Banks, Chaplin, Haslem, Hawkins & Woolway) and one against (Cllr White).

Majority in favour. The Clerk would draw up a simple agreement which would be reviewed in two years' time. The agreement would state that the publicans were responsible for ensuring the land was kept in a manner where it was not hazardous and did not pose any health or safety issues.

[Action: Clerk]

17] To Discuss any Highways and Gravesham issues

1243. Stonecroft / Croftside dog dirt bin. This bin had still not been repositioned. Cllr Tiran reported she had emailed a GBC officer but not yet had a response.

[Action: ongoing]

1244. Speed limits in Vigo. The Clerk had emailed Cllr Sweetland as agreed. No response had been received as yet.

[Action: ongoing]

1245. Gravesham Borough Council wanted to supply the Parish Council with some new anti-littering signage to be put up in Vigo. These had now been received and passed to Highview Services for installation.

1246. It was noted that the Waterlow Road surface was breaking up again, especially opposite the entrance to the Country Park and near Timberbank. The Clerk would report this to Kent Highways.

[Action: Clerk]

1247. DOG DIRT BINS: Cllr Chaplin had kindly walked the village and marked all the current dog dirt bins on a map, which had been provided to all Members. It was proposed that a further two dog dirt bins would be useful, one being on Waterlow Road near the Country Park entrance, and the other being near the underpass at Admers Wood. All agreed. Clerk to speak to Gravesham Borough Council.

[Action: Clerk]

18] Flytipping in Vigo.

1248. Fly tipped Mattress. No response from Gravesham Borough Council, Clerk to chase.

[Action: Clerk]

1249. A fridge had been fly tipped on Parish Land outside the rear of The Bay (Erskine Road). The Clerk had reported this to Gravesham Borough Council who had offered to remove this at no charge to the Parish Council. The Clerk had emailed to thank them for this.

19] Casual Vacancy

1250. The Clerk and Cllr Banks had met with all three interested parties. One had now dropped out. The two remaining candidates were in attendance at this meeting. A decision would be made by the Parish Council, with co-option to take place at the Annual Parish Council Meeting in May.

20] The Bay.

1251. The Clerk had emailed Royal Mail again asking them to repaint the post box.

[Action: ongoing]

1252. Directional signs for the village shops, to be placed on the chicane in Waterlow Road. The Clerk had not yet got quotes for these.

[Action: Clerk]

1253. Financial assistance (via grants) for shop owners. The Clerk had not yet written to shop owners but would do so as soon as possible.

[Action: Clerk]

1254. Articles from shop owners for the Parish newsletter. The Clerk was to speak to the shop owners to see if they wished to contribute to the next online newsletter (July / August).

[Action: Clerk]

1255. PLANTING IN THE BAY. Further sessions had taken place, but with slightly less volunteers in attendance. The seating area was looking much improved, however. Cllr Banks noted that it would be useful to have a couple of paving slabs between the seats on the inside of the wall where the litter bin was. This would stop the plants being

trampled as people approached the bin. Cllr Woolway had a couple of slabs he could donate. Cllr Banks to arrange this with Cllr Woolway.

[Action: Cllr Banks / Cllr Woolway]

1256. There had been some concern about the fish and chip shop parking on the corner of Highview and causing sight line issues. The Clerk would ask if they were able to park in the car park in future.

[Action: Clerk]

1257. The Clerk had thought it would be nice if the hanging baskets were planted in red, white and blue to celebrate the Queen's platinum jubilee this year. Cllr Banks had ordered million bells plants in these colours. New basket liners had also been purchased. Cllr Banks would now plant the baskets.

[Action: Cllr Banks]

1258. It was noted that the Community Warden had removed bits of brick that had been thrown in the car park behind the Londis store. There had been problems with young people in the shop recently, and they had been seen climbing on the flat roof. The Community Warden felt that the bricks were from the above flat balcony wall. The Clerk had reported this to the management company.

21] Drainage in Vigo.

1259. It appeared that the first phase of works at the Downs Wood / Timberbank location had been completed. The Parish would like to have a project review report to confirm that the works were carried out in accordance with the design programme that had been shared with the Parish. The Parish would also like an update on the other areas of Vigo identified as requiring attention, and what the anticipated timescale would be. Vigo Parish Council would welcome the opportunity to meet again regarding future works. The Clerk would write to KCC accordingly.

[Action: Clerk]

22] Street lighting in Vigo.

1260. ELECTRICAL TESTING RESULTS: Mr May (GBC) reported that he now had the electrical and structural test certificates for the assets that passed the testing, so he would send these over. Due to the file size, he wouldn't be able to send via email and suggested that they be sent via a Microsoft Teams account. The Parish did not have an account and would suggest that perhaps drop box be used instead.

[Action: Clerk]

1261. INSURANCE: Asset Register now updated.
1262. Cllr Haslem & Mr Agley had each done a walkaround prior to 31st March to identify faulty streetlights. There had been a number of issues (11 additional lights not working properly) all of which had been reported to GBC on 31st March.
1263. STREET LIGHTING INVENTORY: An inventory had been received. However, the spreadsheet was not showing the charge code data which was needed so that VPC could speak to UK Power networks regarding a UMS certificate. Mr May had emailed

to state that he had now received the information required, and as such he would now update the spreadsheet and send it to the Parish Council.

ELECTRICITY SUPPLY: The Clerk had contacted UK Power Networks, for initial advice, but no further progress could be made until the charge code data was received.

[Action: ongoing]

- 1264.** STREETLIGHTS LIMITED CONTRACT. The signed contract had been returned to Mr Bonner. It was noted that already, the new contractor had visited Vigo and cleaned all the lanterns, greased all the cabinet doors and the cabinet bases cleaned out. It was also noted that a number of doors had been repaired by the contractor. This was agreed as an excellent service. An inventory had been supplied which did not appear to match the Gravesham inventory.

A further night scout had been carried out with nine lights noted as not working. Some of these were to be repaired by GBC, but some were new faults which the Parish Council were responsible for. The Clerk was to ask the contractor to arrange repairs.

[Action: Clerk]

- 1265.** The "Street Lights Cause Parish Council Tax Increase" article had been published online and would also be included in the Parish Annual Report booklet.

- 1266.** Mr May (GBC) had emailed the following update:

Faults that have been identified as part of the electrical/structural testing have been scheduled in for repairs and these are ongoing, GBC will keep the Parish updated on progress.

Faults reported on 31st May will need to be cross referenced with works already identified / scheduled to ensure there were no duplicates.

With regards to the below faults, GBC will need to cross reference these with the above works to ensure that they are not duplicates. Ms Kinsella and Mr May had agreed that a spreadsheet would be produced showing

- The assets that remedial works that have been scheduled as part of the electrical/structural testing
- The assets that are in a working order and can be handed back to the Parish
- Those that have been reported as out and are not listed in the points above

This will then give VPC, KCC and GBC a clear picture of the status of each asset and should help to avoid unnecessary reports of outages/faults and in turn additional work. It will also allow GBC to officially hand the assets back to VPC.

GBC hoped to have the spreadsheet to the Parish Council within a couple of weeks of the email (dated 22nd April). The already planned remedial works will continue during this time.

Any person now reporting faults on VPC lights would be referred to the Clerk unless the report is for an asset that has works scheduled then the customer will be made aware.

[Action: ongoing]

23] To Receive an Update and Discuss Play Areas Issues (Play Park and Ballpark)

a) Ball Park

1267. Nothing to report.

b) Village Green Play Park

1268. Operational inspection of the Playpark and MUGA (December 2021). No urgent issues. Clerk to action as necessary.

[Action: Clerk]

1269. Missing D shackle on basket swing. The Clerk had asked Highview Services to inspect and remedy as needed. No further update.

[Action: ongoing]

1270. It was noted that the goal mouth on the village green needed reinstating. Clerk to speak to Highview Services.

[Action: Clerk]

24] To discuss application from Play Place to hold Family Fun Days on the Village Green

1271. Play Place have been awarded funding from KCC "Reconnect" to deliver family fun days in parks between now and the end of August. Play Place were a not-for-profit company that provides a diverse range of targeted, educational and community youth clubs across London and Kent.

Play Place had liaised with Danielle Lock (Leisure Manager, Gravesham Borough Council) and identified the Village Green as a site that would be perfect for a series of Family Fun Days. The fun days are free to Gravesham Council and anyone who attends.

As the Village Green was owned by the Parish Council, permission was being sought. Could Play Place use the green to hold family fun days? How would they gain access? Do they need to complete any paperwork? Are there any dates to avoid? Is there a junior school nearby for Play Place to liaise with?

All Members agreed this was an excellent initiative, which they fully supported. The main issue would be parking – attendees would not be permitted to park in the pub car park and must be directed to the car park outside the school. It was thought it would be great for them to contact the school. The Clerk would give the pub some advance warning also. If the organisation thought they may need toilet facilities, then this could be arranged with the hall (Clerk to enquire). The Clerk would also ask for a copy of the organisation's public liability insurance, and Risk Assessment.

[Action: Clerk]

25] Solar Panels

1272. The Clerk had updated those residents who had made enquiries about solar panels. The Clerk had not had an opportunity to draft a standard policy but would do so as soon as possible.

[Action: Clerk]

- 1273.** The Scout Leader had emailed the Parish Council, they were entertaining the idea of the scout hut roof being an ideal place for solar panels as it was large, shallow pitched and faced Southwest. The intention was to use the panels not just for their own use, but that electricity generated could be used to power the school, which would benefit their running costs and also support the Solar Together initiative.

The Scout Leader noted that a feasibility study would be needed, but first he wished to check viability. The Leader was interested in the Parish Councils view on this as a project for the village.

In general, the Parish Council did not object, but noted that they would not permit any trees to be cut down or reduced in order to increase the amount of sunlight to any proposed panels. The Clerk was to respond accordingly.

[Action: Clerk]

26] Finance

a) To note any payments made since the last meeting

- 1274.** 08.04.22 D/P Nest Pension 129.15 Clerk Pension

b) To authorise payments due

- 1275.** The following payments would be authorised by Cllr Haslem & Cllr White:

25.04.22	D/P	Vigo Village Hall	26.32	Pop Up Café Hall Hire
25.04.22	D/P	Vigo Village Hall	780.24	Office and Meeting Rent
25.04.22	D/P	J Glass	14.39	Zoom April / May
25.04.22	D/P	P J Banks	13.50	Hanging Basket Liners
25.04.22	D/P	P J Banks	47.93	Hanging Basket Plants
25.04.22	D/P	Prov. Nurseries	49.70	Plants for The Bay
25.04.22	D/P	IT Solutions (Kent)	42.00	CCTV Repair
25.04.22	D/P	Boys & Maughan	600.00	Legal Fees
25.04.22	D/P	KALC	668.04	Annual Membership
25.04.22	D/P	Bullfinch Gas	588.00	Jubilee Gas Beacon
25.04.22	D/P	Viking	54.82	Stationery
25.04.22	D/P	Danny Mackay	15.00	Bus Shelter Clean
28.04.22	D/P	Joanne Glass	1613.87	April Salary

- 1276.** The following Standing Orders / Direct Debits were authorised:

21.04.22	D/D	Gravesham BC	96.45	Paladin Bin monthly payment
03.05.22	D/D	J&F Accounts	29.40	Payroll Charges
27.04.22	D/D	British Telecom	54.17	Telephone / Broadband
28.04.22	D/D	Highview Services	5010.00	Grounds Maintenance Contract

c) To note any income received

- 1277.** 01.04.2022 Gravesham BC 125,319.00 Precept

d) To note the year end actual vs budget spend and associated bank reconciliation at 31.03.2022

1278. The Clerk had not had time to prepare this, and instead would prepare a year end spend which would be noted at the Annual Parish Meeting (draft) and formally agreed at the May Full Parish Council Meeting.

[Action: ongoing]

e) To note details of Annual Internal Audit

1279. PKF Littlejohn had emailed to state that the submission deadline for the receipt of the approved AGAR and supporting documentation is Friday 1st July.

The internal Auditor (Mr Lionel Robbins) was due to attend on Thursday 26th May.

It was the intention of the Clerk to have the AGAR on the agenda for the June Parish Council meeting.

f) Other Finance Issues to Note & RFO's Report

1280. The Clerk had cancelled the zoom premium subscription.

1281. PTFA Grant Request (Time capsule £178). The Clerk would set up a payment.

[Action: Clerk]

27] Pop Up Café

1282. The April café had been well attended. The next café would be 6th May. There would be no café in June due to the Jubilee celebrations.

28] Annual Newsletter.

1283. Annual Newsletter. Singlewell had quoted a cost of £346 for a black & white newsletter (16 pages) or £479 for colour. This was agreed by all Members.

29] Queen's Jubilee 2022.

1284. LIGHTING UP THE WATER TOWER: The Clerk had not yet contacted Dr Vasu DL (the Queens representative in Gravesham) to switch the lights on but would do so as soon as possible. The Clerk would also contact the press.

[Action: Clerk]

1285. GAS BEACON. The gas beacon would be dispatched during May. The Clerk would ask Mr Agley to store the beacon, and ensure it was working okay and not damaged during delivery. The Clerk would liaise with Hoists about delivery of the gas bottle. No choir was available, the Clerk would look at alternatives (perhaps a bugler).

[Action: Clerk]

1286. DOCUMENTS FOR HIRING THE HALL FOR JUBILEE TEA PARTY: The Clerk was still to provide supporting document so the hall manager regarding hiring the hall.

[Action: Clerk]

1287. Tables and Chairs for Street Party: Cllr Banks & the Clerk to measure the village hall and work out capacity.

[Action: Cllr Banks / Clerk]

1288. INSURANCE: The Clerk had received a response from the Council insurers and would now review this.

[Action: Clerk]

1289. Photograph display: Cllr Jones would discuss with the Working Party.

[Action: Clerk]

1290. The deposit for lighting up the Water Tower had been paid to GMG Networks. The Clerk would sign the Terms and Conditions and return them to GMG.

[Action: Clerk]

1291. The Clerk had produced a flier which gave basic details of all the events being held in Vigo, this had been put on all noticeboards, published online, and would be included in the Parish Council Annual Booklet.

1292. It was agreed to ask for a refundable deposit for the street party tickets, to avoid people not turning up and possible food waste. £10 would be required for 1-4 tickets, and £20 for 5-10 tickets.

1293. The Clerk had emailed Adam Holloway (MP) regarding the jubilee events, he hoped to attend at least one of them.

30] To receive the Chairs announcements

1294. Cllr Hawkins had produced an initial reporting system for Councillors to use when inspecting their patches. Cllr Banks would look at this and respond with any queries.

1295. Cllr Banks had been asked to attend a meeting of KCC as the representative of the Gravesham KALC Group. The meeting is to discuss the proposed strategic plan for the next 5 years and they would like feedback from Parish Councils. Cllr Banks had emailed all Members to ask for their input.

31] To receive the Clerk's Report and note correspondence received

1296. "There's No Place Like Vigo" poster. The Clerk had not yet contacted the artist or the hall manager regarding a poster for the hall foyer but would do so as soon as possible.

[Action: Clerk]

1297. Noticeboard at top of Waterlow Road. Cllr Banks reported that Mr Banks had inspected the noticeboard and found the locks to be functioning correctly, the issue was with the key which was marginally too long and so did not locate correctly in the locks. The key had now been filed down and was working well.

1298. It was noted that when the noticeboard at the top of Waterlow Road had been installed, the protective plastic sheet had not been removed, and as such had now started to bubble and lift. It was difficult to remove it now as it was firmly adhered in places. Cllr Banks would look and see what could be done with this.

[Action: Cllr Banks]

1299. The Clerk wished to discuss plans for Operation London Bridge. Agreed this would be discussed at a future meeting in closed session.

[Action: Clerk]

32] CCTV

1300. A new Code of Practice (by the Surveillance Camera Commissioner) had been published. The Clerk would look into this.

[Action: Clerk]

1301. The Clerk reported that IT Solutions (Kent) had been to look at the CCTV when 3 cameras had stopped working. The contractor had been prompt, efficient and had resolved the problem quickly. The invoice for the job was more than reasonable. As a result, the Clerk would like to book the contractor in for the annual maintenance, which would take 2 to 3 hours at a cost of £35 per hour. All agreed. Clerk to book.

[Action: Clerk]

1302. The KALC News March 2022 had been received and forwarded to all Members.
1303. Appeal for Trauma Teddies for Ukrainian Children. The Clerk had been alerted to this appeal (run by Kent Fire & Rescue) by KALC. The Clerk had advertised this on Facebook and had received four teddies. The appeal had received such a positive response, Kent Fire & Rescue were unable to take more teddies at the moment. The Clerk had spoken to KCC Community Warden Mandy Cason, who was collecting donations to be shipped to Ukraine, and was very pleased to hear that she would happily put the four teddies in the next truck available.

33] Memorial Benches

1304. The memorial bench for Jack West, due to be installed in March, had been delayed. It had subsequently been successfully installed on 8th April.
1305. 1150: Alan Basford Memorial Bench. The Clerk had received an email with details of the wording for the memorial plaque. The person who had made the donation was not worried about where the bench would go and would like the Parish Council to decide on a place. Council Members were to consider this, and the matter would be discussed again in May.

[Action: ongoing]

34] Social Media / IT / Website

1306. Nothing to report.

35] Training Update. To include Clerks report on Health & Wellbeing Conference

1307. KALC were running an Environment Calculator Workshop on Thursday 19th May. Councillors were asked to consider if they were able to attend. If nobody else could go, Cllr Banks, or Cllr Haslem would try to attend.
1308. Other training events were noted as:
Dynamic Councillor on 28th April
Data Protection for Councillors on 5th May
Using your Website and an Effective Communication Tool on 19th May
Data Protection for Clerks on 25th May.

36] To receive reports from Working Parties (not noted elsewhere on the agenda)

a) Covenant Working Party

1309. WELCOME PACK FOR NEW RESIDENTS: This was with the Covenant Working Party for action.

[Action: ongoing]

1310. POLICY FOR DRIVEWAYS IN VIGO: Referred to the Covenant Working Party.

[Action: ongoing]

b) Environment Working Party

1311. A meeting had been held on 4th April, with notes from the meeting having been circulated. No Mow May had been proposed and agreed (see Agenda Item 8c – Grass Cutting).

Proposed areas for wildflower planting later in the year were noted as

- Corner of Parish Land outside 71 Timberbank
- Corner of Erskine Road and Old Commority under the Chestnut Tree.

It was suggested that perhaps there could be a managed wildflower verge on Harvel Road, from Hamilton Lodge, with a wood chip path (produced in house) installed.

Possibility of a "seed swap" in the Spring and Autumn, hopefully involving Vigo Library.

Mr Williams (a local resident) spoke about bats locally and the working group would bring approved bat box prices to the next Parish Council meeting for approval, with a view to placing them strategically around the village. Cllr Jones to source costs. Mr Williams also offered to lead a bat walk in June or July for a small group, it would be 30 minutes before sunset.

Cllr Jones had written an article to go in the Annual Parish Newsletter.

[Action: Cllr Jones]

1312. ENERGY PRICE INCREASE / INSULATION OF PROPERTIES / HOW PARISH COULD BE OF ASSISTANCE: Referred to the Environmental Working Party.

[Action: ongoing]

c) Grounds Maintenance Working Party

1313. TREE SURGEON QUALIFICATIONS. Mr Aglely to look into extending his qualifications or attending other courses.

[Action: ongoing]

d) Parking Working Party

1314. PARKING IN ADMERS WOOD: Proposal to remove grass at entrance to the garage block to allow more spaces). Clerk to get a quote from Hoopers so that residents could be informed of the costs to the Parish Council, so that an informed decision could be made.

[Action: Clerk]

1315. Marking parking bays in Admers Wood. Clerk to approach Highways to see if there would be any objections to this.

[Action: Clerk]

1316. SIGN FOR ADMERS WOOD ENTRANCE (Small turning circle, delivery drivers beware). Clerk to get quote from RBLI.

[Action: Clerk]

1317. COMMERCIAL VEHICLES PARKING IN VIGO: The Clerk had not yet sought legal advice on enforcing covenant four but would do so as soon as possible.

[Action: Clerk]

1318. EV Charging points. No update. The working party would need to review this.

[Action: Cllr Hawkins / Parking Working Party]

37] Reports from Other Organisations and Bodies

a) Vigo Village Hall

1319. Nothing to report.

b) Joint Transportation Board

1320. No meeting held.

c) Trosley Country Park Liaison Group / Other Trosley Issues

1321. No meeting held.

d) Kent Association of Local Councils (Gravesham Group)

1322. Next meeting scheduled for 18th May 2022.

38] Any Other Urgent Business (at Chairman's Discretion)

1323. None.

There being no other business, the Full Parish Council meeting of 21st March 2022 was closed at 22.05 hours.

Please note the Full Parish Council meeting was followed immediately by a closed session.